

**Developmental Disabilities Council  
Personnel Committee Minutes  
May 4, 2018  
DDC Office, 2<sup>nd</sup> floor Conference room  
410 Federal Street, Dover DE  
9:30 am – 11:30 a.m.**

**Members Present:** Karen McGloughlin, Laura Waterland, Michael Harris

**Members Absent:** Debra McCann

**Staff:** Stefanie Lancaster

**Guest:** Joseph Swiski (Office of the Secretary, Department of Safety & Homeland Security)

- I. Call to Order** – The meeting was called to order at 9:52 a.m.
- II. Approval of Agenda** – The agenda was unanimously approved as submitted.
- III. Approval of Minutes** – The minutes were unanimously approved as submitted.
- IV. Review of DRAFT Exec. Director’s Performance Evaluation Survey** – Karen McGloughlin stated that Stefanie Lancaster combined both of the types of surveys that were previously handed out to the committee to view all the questions that were included in those versions. The committee decided to go through each question to decide which questions should be edited or removed. The following edits were made after some discussion regarding each question:
  1. Add page numbers to the document.
  2. The following questions were asked to be revised:
    - i. “Understands the factors that impact people the Council serves (individuals with I/DD and their families)” previously had the parenthesis left out
    - ii. Is honest, ethical and trustworthy – add reliable
  3. The following questions were removed by the committee:
    - i. Provides leadership in working with state agencies on the behalf of the Council
    - ii. Is respected as a talented and knowledgeable person in the field of I/DD
    - iii. Keeps the Council on track in serving individuals with I/DD and their families by referring to our mission and vision
    - iv. Presents information from more than one source to help Council members make informed decisions
    - v. Presents unbiased information to the Council members (examples: doesn’t let personal opinions about an issue get in the way of presenting all information to Council members)

- vi.** Recognizes how current events could lead to negative outcomes of Council goals
- vii.** Can be counted on to follow through with his/her promises
- viii.** Takes responsibility for his/her own actions

Joe Swiski provided a copy of a DRAFT revised Performance Plan that he altered to include a few items regarding Pat's role in supervising the DDC Staff.

- V. Other Business From the Group** – No other business to discuss at this time.
- VI. Next Meeting Date** – The next meeting will be held on Thursday, May 24<sup>th</sup>, from 2-4pm at the Developmental Disabilities Council office located on the 2<sup>nd</sup> floor of the Margaret O'Neill building, 410 Federal Street, Dover DE.
- VII. Adjournment** – The meeting adjourned at 11:05 a.m.

Executive Session can be held pursuant to 29 Del. C. 10004 (b)(6) and 10002 (l)(1), (3), & (6)

In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.

This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.

Agenda items listed may be considered out of sequence.